

**The Board of Fire Commissioners
Portsmouth Fire Department**

Station 1
March 27, 2007

Portsmouth, NH
1900 hours

I. Call to Order:

Chairman Paul Wentworth called the meeting to order at 1900 hours and led Pledge of Allegiance. Along with Chairman Wentworth, present were Commissioners: Richard Gamester and Michael Hughes, Chief Christopher LeClaire, Assistant Chief Steven Achilles, Deputy Chief Steven Griswold, and Firefighter Rick Condon.

II. Approval of Minutes of Previous Meeting:

Motion, to accept the minutes of February 27, 2007, was made by Commissioner Gamester, seconded by Chairman Wentworth, unanimous.

III. Reports:

A. Fire Chief's Reports:

After brief discussion on FY07 Budget and expected shortfall, motion, to accept Chief's Reports 07-020 through 07-024 was made by Chairman Wentworth, seconded by Commissioner Hughes, unanimous.

B. Other (to include internal dept. written communications): None.

IV. Old Business:

Chief led brief discussion regarding letter from Eric Anderson, Assoc. of Portsmouth Taxpayers.

Chief LeClaire led discussion on FY07 budget. City Manager made aware of department's intent to request a supplemental budget.

Motion, to ask City Council for supplemental budget, with final dollar amount to be determined, made by Chairman Wentworth, seconded by Commissioner Gamester, unanimous.

V. Presentations of Written Communications: None.

Minutes of March 27, 2007 continued:

VI. New Business:

Asst. Chief Achilles outlined the proposed Ambulance Service Billing/Collection Policy.

Motion, to accept Ambulance Service Billing/Collection Policy, made by Chairman Wentworth, seconded by Commissioner Hughes, unanimous.

Chief LeClaire informed the Commissioners of the change in Fire Alarm billing procedures and it being handled through the finance department rather than here at the Fire Department. This is being done to have all billing within the City centralized. Fire Department will continue to conduct the research and follow up inquires. Freeman will be working with the Finance Dept. to help facilitate this change.

Chief LeClaire informed the Commission of his designated status as Chief Fire Officer by the Commission on Professional Credentialing. This designation as CFO is one of only 506 CFO's worldwide. The Chief Officer Designation certificate will be presented to the Chief at the April 16th meeting of the City Council.

VII. Recognition of Groups or Individuals:

Asst. Chief Achilles introduced new Firefighter/EMT-I Garrett Miller.

Chief read letter written by State Fire Marshal William Degnan recognizing Deputy Chief Steven Griswold for his assistance with the State's team in providing life safety inspections in Berlin.

Chief LeClaire recognized Executive Assistant Tracy Freeman who was Spotlighted in Sunday's Portsmouth Herald.

VIII. Public Hearings: None.

IX. Non-public Session:

Motion, to enter into Non-public Session at 1937 hours, made by Commissioner Gamester, seconded by Chairman Wentworth, unanimous.

Motion, to come out of Non-public Session at 2004 hours with no votes taken, made by Commissioner Gamester, seconded by Chairman Wentworth, unanimous.

Minutes of March 27, 2007 continued:

X. Adjournment:

Motion to adjourn at 2005 hours made by Chairman Wentworth, seconded by Commissioner Hughes, unanimous.

Michael Hughes, Clerk